

ADMINISTRATIVE - INTERNAL USE ONLY

ORD-483-80

16 April 1980

MEMORANDUM FOR: All Members of ORD

FROM:

Chairman, Ad Hoc Committee on
Personnel Evaluation Procedures

SUBJECT: Committee Recommendations

1. At the direction of the DCI, ORD along with other Agency components is taking a "long hard look" at its personnel evaluation procedures. To accomplish this, an ad hoc committee was formed from members of all ORD divisions to review current Evaluation Sub-Group Panels (SGP's) procedures, worksheets etc. and recommend changes to these procedures as appropriate. Attached to this cover memorandum are the results of that review.

2. The purpose of the SGP is to perform a number of personnel evaluation tasks. It is charged with placing ORD staff into "potential" categories, recommending individuals for promotions, awards, incentives, and to determine which individuals will attend the Agency's many select training courses. This year's first SGP meeting will occur in early May where, in addition to the normal procedure, this new method of evaluation will be applied to a pilot group, consisting of those in the GS-15 level. From this pilot evaluation, the evaluation procedure will be amended or modified for full implementation to all GS levels at the CSP meeting this fall.

3. The full documentation of this evaluation plan, along with a sample rating sheet is being presented to you at this time so that you can have an early indication of how you are to be evaluated. It is hoped that through thorough knowledge of the various factors, you can personally evaluate your performance relative to this procedure in the coming months.

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